

Date: [Insert Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

Thank you for submitting your proposal and for your interest in partnering with [Your Organization Name]. We greatly appreciate the time and effort you invested in presenting your services to us.

After careful consideration and review of your proposal, we regret to inform you that we will not be able to move forward with your company at this time. While we were impressed with the quality of your services and your professionalism, we found that the specific services outlined in your proposal do not fully align with our current requirements and strategic objectives.

Please understand that this decision is based solely on the need for a closer match to our immediate service needs. We value the strengths and offerings of your organization and hope that we may have the opportunity to collaborate in the future, should our needs align more closely.

Thank you again for your time and effort. We wish you the best in your future endeavors and encourage you to stay in touch regarding future opportunities.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]